

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 28153BR**Type of Recruitment** Transfer Opportunity**Department** Auditor-Controller**Position Title** STAFF ASSISTANT I**Filing Type** Standard**Filing End Date** 11/15/2013**Filing End Time** 5:00 pm PST

General Information The Department of Auditor-Controller is seeking a well-qualified and highly motivated individual to fill the vacancy at the Staff Assistant I level in the Master Agreement and Special Projects Unit of the Administrative Services Division. The position is responsible for providing staff support to the unit.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Staff Assistant I or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity (e.g., Administrative Assistant I) are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY. Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (213) 947-4848. Please include your name and bulletin number on all faxed documents.

All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview.

Desirable Qualifications

- Experience working with contracts and/or master agreements.
- General working knowledge of contracts and/or master agreements.
- Excellent written and verbal communication skills.
- Excellent organizational skills and ability to manage multiple priorities.
- Ability to work in a fast-paced environment.
- Proficiency in Microsoft applications, including Word and Excel.

Duties

Assist in drafting solicitations and contracts for review by the supervisor.

Process and prepare invoices for review by the supervisor.

Prepare and maintain contract tracking reports.

Coordinate and resolve issues with client departments and Master Agreement firms.

May be required to perform other duties as assigned.

Vacancy Information

This vacancy is located in the Administrative Services Division at 500 W. Temple St. in downtown Los Angeles.

Available Shift

Day

Contact Name

Daniel Ramirez

Contact Phone

(213) 974-1278

Contact Email

dramirez@auditor.lacounty.gov

Job Field

Administration

Job Type

Administrative Support

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)